



King County

**ADMINISTRATOR IV
DIVISION BUSINESS MANAGER
DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
COMMUNITY SERVICES DIVISION**

Annual Salary Range: \$71,246 - \$90,308

Job Announcement: 06VB6000

OPEN: 4/17/06 CLOSE: 4/28/06

WHO MAY APPLY: This position is open to all qualified applicants. **WHERE TO APPLY:** Required forms and materials **must** be sent to: Jayne Anastasi, DCHS/CSD, 821 Second Avenue, Suite 500, Seattle, WA 98104-1598. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **Contact Patricia Lemus** at 206-205-8598 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed. **Faxes are accepted – but must be followed with a hard copy. No emails will be accepted.**

FORMS AND MATERIALS REQUIRED: A *King County application form, *resume and *letter of interest that describes *in detail* your background how you meet or exceed *each numbered qualification* listed below are required. Cover letters that do not fully address the items listed below may not be considered. A King County application can be downloaded from the King County web site, <http://www.metrokc.gov/ohrm/jobs/>, or picked up from Room 450 in the King County Administration Building, 500 4th Avenue, Seattle.

WORK LOCATION: Exchange Building, 821 Second Avenue, Suite 400, Seattle, WA 98104-1596.

WORK SCHEDULE: The normal workweek is Monday through Friday. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

JOB SUMMARY: This key advisory position to the Community Services Division Director is responsible for policies and functions in finance, data management and information technology for the Community Services Division. The financial responsibilities are complex and involve considerable supervisory responsibilities.

PRIMARY JOB DUTIES INCLUDE:

- Develop, implement, and administer of financial and budgetary policies for a \$56 million dollar annual budget comprising federal and local affordable housing development funds; homeless and community development block grant funds, youth and adult federal Workforce funds, and local funding for human services in King County. Responsible for multiple special revenue funds and allocation units within comprehensive county funds.
- Oversee adequacy of financial and performance reporting requirements of Division Requests for Proposals (RFPs) and service delivery contracts in program areas of Aging, Community Organizing, Housing and Community Development, Jobs Initiative, Veterans, Women, Work Training, and Youth & Family Services.
- Prepare and present issue papers and policy analyses to explain and/or support complex issues, positions and relationships for the division's eight program areas. Assess potential financial and operational implications of alternative decisions and actions consistent with legal constraints and County guidelines and policies.

- Manage division finances including audit reviews and oversight of any corrective action that is needed.
- Ensure adequacy of internal controls to minimize financial risk to the Division.
- Manage the development, preparation and justification of the Division's budget.
- Manage the financial, data management and information technology operations of the division, including 17 staff positions with responsibilities for capital and operating budgets, grants accounting, performance reporting, LAN administration, information technology project management, web sites and data applications.
- Provide leadership and supervision to 7 direct report staff. Monitor performance, conduct probationary and annual appraisals and make hiring and disciplinary recommendations to management.
- Develop performance measurement and reporting requirements for services delivered by the Division, and make recommendations to improve business productivity and performance.
- Collaborate with other entities to achieve common outcome measurements.
- Plan strategic responses to changes in revenue and changes in county fiscal policies.
- Provide direction and project development support for the division's information technology needs.
- Participate in the division's management team, department information technology work group, department performance management work group, and department fiscal management workgroup.
- Other duties as assigned.

KNOWLEDGE/SKILLS AND ABILITIES:

1. Master's degree in business, economics, public administration or accounting AND five years experience in public financial management, or any equivalent combination that provides the knowledge, skills, and abilities necessary to perform the job.
2. Demonstrated experience in public sector budgeting and government fund accounting, including Federal and State grant accounting and reporting. Knowledge of GAAS and GAAP.
3. Three years management and supervisory experience; including hiring, supervision, staff development and disciplinary actions for both support and professional staff.
4. Ability to delegate and provide strong oversight to ensure on-time performance by staff.
5. Experience in development and review of revenue and expenditure contracts involving purchase of services, and development of RFPs.
6. Experience in developing information technology systems or managing information technology services and staff.
7. Experience in reviewing and providing financial/political impact analysis of proposed legislation, RFP's, grants, and changes in policies and procedures.
8. Demonstrated skill in development of policies and procedures.
9. Proven ability to analyze financial and performance data and develop recommendations for management decision making.
10. Knowledge of human services programs and not-for-profit environments.
11. Expert organizational skills and the ability to adapt to rapidly changing deadlines.
12. Demonstrated skill in presenting financial and performance information to non-technical audiences.
13. Ability to effectively communicate simple and complex concepts to a wide range of audiences.
14. Ability to work collaboratively with program managers to secure integrated work products.
15. Demonstrated initiative and follow-through.

- 16. Demonstrated accuracy in work products.
- 17. Demonstrated problem solving skills.
- 18. Demonstrated competence in the Windows environment (Word, E-mail, and advanced skill in Excel).

CLASS CODE:4201400 Position # 93-8292-0013